

# School-to-Work

## ON-LINE

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Florida STW  
home page:  
[www.flstww.fsu.edu](http://www.flstww.fsu.edu)

## IN THE SPOTLIGHT

### Build It and They Will Come: Six Elements of Success

Hillsborough Regional School-to-Careers Partnership has implemented a multifaceted, high-tech system that uses the following six elements to help students research and plan their careers.



#### 1. Success Centers

Each Success Center has an occupational specialist and a lab manager to help students with career-awareness and -exploration activities, resume preparation, and job applications. The centers serve as the central school-based career information and planning resource for high school students and teachers. They also promote postsecondary education and career planning, integrate school-based and work-based learning, provide opportunities for the development of work-based skills, and coordinate the job shadowing program.

Each center contains 10–25 multimedia computers and is equipped with a network server. Software available include

- **Choices.** A computerized career, education, and financial aid exploration system that engages students in an interactive process to increase self-awareness, set priorities, and develop career decision-making skills.
  - **The Multimedia Guide for Occupational Exploration.** A CD-ROM that provides an entertaining and effective format to explore 12 Work Areas and 66 Worker Trait Groups. Students answer questions, view audio clips, listen to narration, and read on-screen information.
  - **WINWAY Resume.** A program that assists students in creating resumes and letters. Students can record contact names, phone numbers, dates of contacts, company backgrounds, and job requirements. A three-hour video covers how to avoid the deadly-dozen resume mistakes.
  - **VIP, Jr.** A program based on personality characteristics. VIP, Jr. provides occupational information geared toward an individual's skills. Components include assessment disks, a comprehensive manual with job information, and personality lessons on audiocassettes.
  - **VirusScan.** A program that protects the hard drive from virus damage.
  - **Microsoft Office Professional.** A package that contains Microsoft Word (word processing), Excel (spreadsheet), Powerpoint (presentation), and Access (database).
  - **Netscape Navigator.** A package that allows graphical and/or text browsing of the Internet.
  - **Counseling for High Skills.** A database that contains student evaluations of postsecondary institutions. Students can find out from their peers how they decided to enroll in postsecondary training programs and their perceptions of the institution, its equipment, and its instructional staff, in general.
  - **Microsoft Works.** An integrated package that contains word processing, a database, spreadsheets, and drawings. The database assists the lab manager in data collection and documentation of the use of the lab.
- In addition to these software, each school can make additional programs available to the students.

#### 2. Network Infrastructure

The networks at all high school Success Centers are linked to the Hillsborough County Wide Area Network. Each school's Microsoft NT server provides connectivity and security and permits access by county personnel to all systems. The system also allows data and information to be transmitted from county personnel to all schools using the system. A master server installed at the School-to-Careers office links the Success Centers.

#### 3. Internet Connections

The Internet and the World Wide Web serve as a means of communication and a medium for EducationPLACE, a Web site developed to serve the needs of School-to-Careers. Every workstation in the Success Centers is connected to

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the Internet. Internet activity is monitored and students must submit parental approval forms before they can access the system.

#### 4. EducationPLACE

([www.firn.edu/~hstw](http://www.firn.edu/~hstw))

In addition to being a Web site, EducationPLACE provides organized access to the Internet and serves as a medium for the distribution of career-related information. Organized and supported by the Hillsborough Regional School-to-Careers Partnership, EducationPLACE was created mostly through the hard work of students and teachers in the Hillsborough County School System.

The components of EducationPLACE are

- **The Visitor's Center.** This site provides a link to background information about School-to-Work (STW) as well as the Hillsborough Regional STW Partnership; Plant City High School; Florida STW; STW Zone; Florida STW Clearinghouse; National STW; Intranet; Information about the Tampa Bay Area; E-mail Directory; and Web Site Coordinators.
- **VCOT (The Virtual Cyber-City of Tomorrow).** The cyber community of education contains many aspects of a complete community, including a town hall, a performing arts center, a media center, a newsroom, a history museum, and a science museum. Every activity of a real-world community is emulated.
- **Partners.** This is a listing of all active School-to-Careers partners—charter, business, government, and education.
- **The Virtual Career Institutes.** Using these Web pages, participants can access career, college,

and postsecondary information; career planning assistance; mentors; and learning opportunity information such as job shadowing, mock interviews, career talks, seminars and workshops, community service projects, and special contests.

- **Electronic Media Institute (The Learning Center).** This area assists students and teachers in using the Internet and other electronic media. On-line tutorials guide students and teachers through the process of creating a Web page.
- **Career Resources.** This area contains links to various career information pages. Prompts take students to America's Job Bank or the financial aid office of a university. The financial aid section links to scholarship search engines, such as FastWeb, which provides information on 180,000 college scholarships. Students can access all major private and state universities in Florida and submit electronic applications.
- **Instructional Programs and Resources.** This area contains information about the resources available from the Hillsborough County School District and other governmental agencies, such as the Department of Labor. Postsecondary and adult offerings, along with programs serving special populations, including migrant families, Hispanics, disabled citizens, and others, are an integral part of this area.

#### 5. Computer Management System

A computer system manages all activities in the Success Centers. Students must log onto this system before they may select the appropriate



software. The system tracks programs and activities and keeps a log for review by the lab managers and for compilation into countywide reports. In addition, the career-awareness and career-exploration activities are contained on a checklist that tracks student progress in these important areas.

#### 6. Mail System

All School-to-Careers personnel have access to a Microsoft mail system and to e-mail through the Firm system, which is accessible through the Internet.

#### Benefits

Hillsborough District's communication system benefits all segments of the School-to-Careers constituency. Teachers and parents can communicate using e-mail, and teachers can establish and coordinate activities with business partners. Business partners are able to communicate with educators, secure information about school activities, post job offerings, and participate in School-to-Careers activities.

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